


## manual change transmittal

TITLE PROJECT DEVELOPMENT PROCEDURES MANUAL	APPROVED BY  TERRY L. ABBOTT, Chief	Date Issued: Sept. 2, 2008 Page 1
SUBJECT AREA Survey File	ISSUING UNIT DIVISION OF DESIGN	
SUPERCEDES Chapter 3 Chapter 15 Appendix GG	DISTRIBUTION ON-LINE	
Adds Appendix QQ		

The official version of the Project Development Procedures Manual (PDPM) is the electronic version found on Caltrans Division of Design Website: <http://www.dot.ca.gov/hq/opdpd/pdpm/pdpmn.htm>.

This revision incorporates the policies and procedures that are outlined in the memorandum dated September 2, 2008, *Survey File*.

A summary of the revisions are as follows:

### Chapter 3 – Involvement of Caltrans Functional Units

- The revision changes the references for guidance on survey files from Appendix GG to Appendix QQ.

### Chapter 15 – Final Project Development Procedures:

- Deletes the need to include the survey file in the construction file.
- Adds the policy, procedures, roles and responsibilities for the submitting survey files to the district surveyor by the ready-to-list milestone.

### Appendix GG – Project Data Checklist

- Deletes the survey file checklist from Appendix GG.

### Appendix QQ – Preparation Guidelines for Survey Files

- Includes guidance and a revised survey file checklist.

PDPM subscribers are encouraged to use the most recent version available on-line at the above website. Should a subscriber choose to maintain a paper copy, the subscriber is responsible for keeping their paper copy up to date and current.